

BUDGET ASSISTANT

GENERAL RESPONSIBILITIES

Collects data, compiles and summarizes information, conducts research and composes technical reports, maintains records, and assists Management and Budget Analysts with a variety of group projects.

ESSENTIAL TASKS include the following. Other duties may be assigned.

1. Distribute correspondence including operating and capital budget direction, appropriation letters, and monthly monitoring reports
2. Review purchase requests and payment vouchers for budget sufficiency
3. Assist Management & Budget Analysts in the budget process
4. Research and compile information from various sources
5. Construct complete and accurate reports, spreadsheets, surveys, and other documents
6. Establish, organize and maintain paper and computer fiscal records in management/file systems
7. Receive, investigate and, resolve complaints and inquiries from employees or the general public, responding independently when possible
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate effectively with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Associate Degree with courses in Accounting, Business Administration or related field
2. Two years related fiscal or administrative experience in a financial office environment*

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read and interpret fiscal information
2. Effective written and oral communication
3. Excellent proofreading skills
4. Knowledge and understanding of accounting and mathematical principles
5. Ability to identify and communicate problems with variables
6. Ability to assume responsibility for special assignments and to perform them in accordance with minimal supervision
7. Use advanced computer software and/or other applications

8. Ability to establish and maintain effective working relationships with others